



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Lavinia Boyd,
Principal Clerk Typist (PS5357I),
Northern State Prison

CSC Docket No. 2018-1890

Examination Appeal

ISSUED: APRIL 9, 2018 (SLK)

Lavinia Boyd appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Principal Clerk Typist (PS5357I), Northern State Prison.

The examination at issue was announced with specific requirements that had to be met as of the July 21, 2017 closing date. The requirements for the examination were two years of keyboarding experience, which shall have included clerical work containing a relatively large portion of difficult tasks. The appellant was the only employee who applied and was determined to be ineligible. Therefore, the examination was cancelled due to a lack of qualified candidates.

Personnel records indicate that the appellant was provisionally serving in the subject title from September 2016 to the July 21, 2017 closing date, an Agency Services Representative 1 from July 2013 to September 2016, and served in various Customer Service Representative titles from October 2009 to July 2013. Agency Services determined that the appellant lacked two years of the required experience.

On appeal, the appellant indicates that while serving provisionally in the subject title she composes and types correspondence letters, performs data entry, reviews and checks reports, applications, and other documents, maintains records and files, responds to customer inquiries, has the ability to establish routines and regulations, assists with payroll, maintains record receipt verification, and helps

others when needed. She also states that she performed similar duties while working as an Agency Services Representative 1.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

In the instant matter, Agency Services correctly determined that the appellant is not eligible for the examination. The appellant's application and appeal indicate that she is primarily performing routine clerical functions. However, the appellant has not demonstrated that her clerical work contains a relative large proportion of **difficult** tasks as required for eligibility for the subject examination.

Moreover, the Civil Service Commission notes that even though the appellant is provisionally serving in the title under test, Agency Services did not credit her with any applicable work experience for this position. In this regard, the definition section of the job specification for Principal Clerk Typist states:

Under direction of a supervisory official, does clerical work including typing of a complex and/or technical nature requiring knowledge of department laws, regulations, policies, and procedures as well as the frequent exercise of independent judgment, and/or has charge of the work of a clerical unit; does related work as required.

Significantly, the duties that the appellant describes for her provisional position do not appear to be consistent with a Principal Clerk Typist classification. Therefore, since it appears that the appellant may not be performing the duties of a Principal Clerk Typist, it is appropriate to refer the matter of the classification of her provisional position to Agency Services for review, and the appointing authority shall effect the proper classification of the position within 30 days of Agency Services' classification determination.

ORDER

Therefore, it is ordered that this appeal be denied. It is further ordered that the matter of the classification of the appellant's provisional position be referred to the Division of Agency Services for further review.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 4th DAY OF APRIL, 2018



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